



## OFFICE OF PROJECT EXCELLENCE

### Office of Project Excellence (OPE) Steering Committee Meeting

#### MINUTES

June 17, 2015

11:00 A.M.

Conference Room 3C

3<sup>rd</sup> Floor, City hall

#### *Roll Call*

Antonio Iadarola, David St. Hilaire, Frank Gentile, Lambert Shell, Les Pinter, Mayor Mark Boughton, Sharon Calitro, Virginia Werner

The Mayor began by introducing Stephen Nocera the Director of Project Excellence.

#### *Minutes*

The minutes of the previous meeting held on May 4<sup>th</sup>, 2015 were reviewed.

#### *Old Business*

- IT support Solution
  - IXP is engaging in Level One and Level Two Support for Public Safety departments not for the entire city. The RFP will decide on a solution for City Hall departments (non-public safety) level one and level two support. The RFP will also decide on a vendor to support level three (network infrastructure support) for the entire city (public safety and city hall offices).
- VOIP
  - The committee for this project met and is negotiating with Doug Smith of IT Advisors to become the lead on this project. Mr. Smith was part of the committee that helped select Frontier as the winning bidder.
- Public Safety Core Network Switch Replacement
  - The Replacement of the core switch for public safety is underway with minimal downtime. IT is working with the purchasing department in order to utilize the state bid list. A summer 2015 roll out is anticipated.

#### *New Business*

- Purchase of the Octagon house

- The City is negotiating to purchase this the property in order to house a function of the local government. The planning office is researching grants in an attempt to offset the cost of purchase. This property is vacant and on the national historic registry, it would need substantial renovations in order to be brought up to current building code standards.
- South Street Purchase
  - The South Street purchase is no longer a viable project.
- Playground near the War Memorial
  - This project is set to start, but is awaiting funding from the State Bond Commission.
- 15 Main Street
  - This property maybe used by the Friends of the Library for book storage.

#### *Other Business*

- The committee requested that a list of the active and potential project ideas be distributed prior to the next meeting.

#### *Adjournment*

- A motion to adjourn was made by Les Pinter and seconded by Lambert Shell. The motion was approved unanimously.